



MOTOR CARRIER SERVICES

MoDOT CARRIER EXPRESS International Registration Plan

How to Renew Annual License Plate

- Important Notes
- Log On
- IRP Account Information
- Renew Fleet
- IRP Mileage
- Weight Group
- Vehicle Selection Menu
 - Go to IRP billing to compute fees
 - Renew and Remove Vehicle(s)
 - Renew and Amend Vehicle(s)
- Required Supporting Documents
- Contact Us
- IRP Renewal Dates

IMPORTANT NOTES

USERID & PASSWORD

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password,
[Click Here](#)

GETTING BACK TO WHERE YOU LEFT OFF

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to return to the last saved page.



BACK BUTTON

Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, go to www.saferysys.org. MCS-150s must be updated biennial according to FMCSA guidelines. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277

OUR CONTACT INFORMATION

MoDOT Motor Carrier Services
830 MoDOT Drive
PO Box 270
Jefferson City, MO 65102-0270

Toll-Free: 1-866-831-6277

Local: 573-751-7100

Fax: 573-751-0916

E-mail: contactmcs@modot.mo.gov

1. Log on - www.modot.org/mce
 - a. Enter your userID and password. Click on **SIGN IN**

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

If you have forgotten your password, Click Here

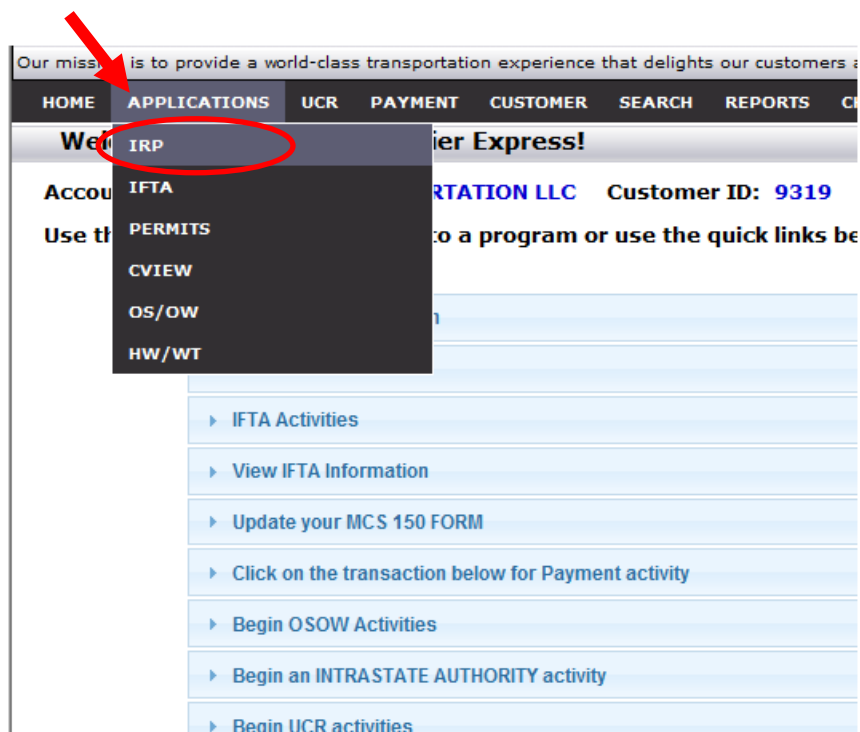
MoDOT Carrier Express now works with Chrome, Safari, Firefox & IE browsers. Learn more at www.modot.org/mcs/systemrequirements.htm

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- MoDOT Carrier Express works with Internet Explorer, Firefox, Chrome and Safari. However, software used to complete OSOW, hazardous waste and waste tire permit transactions is not compatible with app-based devices such as tablets and mobile phones. These transactions require the use of a program-based computer, such as a PC or Apple Mac. For more information about computer system requirements, [click here](#).
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuance on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services
830 MoDOT Drive, PO Box 270
Jefferson City, MO 65102-0270
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

2. The **Welcome to the MoDOT Carrier Express** page appears.
 - a. This page contains links for various activities and information pages.
 - b. To proceed with your IRP renewal, click on **APPLICATIONS**; choose **IRP** from the drop down



3. The **IRP Main Menu** appears

IRP Main Menu Account Nbr:

Renewal (circled in red)

Supplement

Supplement Continuance

Reprint

ACCOUNT NBR:

FLEET NBR:

EXP MM/YR:

CONTINUE

- Click on **RENEWAL**.
- Fill in **IRP ACCOUNT NUMBER**
- Enter the **FLEET NUMBER**
- Enter the **current EXPIRATION MONTH AND YEAR**
- Click **SUBMIT**; click **SUBMIT** again to confirm

4. The **IRP Account** page appears

Account Account Nbr: Supp Nbr: 0000 **RENEW FLEET**

USDOT Information

USDOT NBR: TPID: MCS150 DATE:

USDOT/TIN: Carrier Operation Type Override:

Mismatch Override: ☐

Account Information

CARRIER NAME: ACCOUNT STATUS: 0 - ACTIVE/OPEN

- DBA Name:

BUSINESS ADDR: STATE: MO - MISSOURI ZIP:

CITY: COUNTY:

MAILING ADDR: STATE: MO - MISSOURI ZIP:

CITY:

CONTACT NAME:

PHONE NBR: T: FAX NBR: () -

E-MAIL ADDR:

IFTA ACCOUNT: ☐

CONTINUE [Click Here to Access SAFER](#)

Note: Proceed from field to field with the **TAB** button on your keyboard

- a. Update with changes as needed. For further information see definitions below. Update contact info.

US DOT NBR	The carrier's USDOT Number defaults to the Registrant/Motor Carriers number. If this number is incorrect at the Registrant/Motor Carrier level please stop processing and contact Motor Carrier Services if changes are needed.				
TPID	The carrier's Tax ID number defaults to the Registrant/Motor Carriers TAX ID number. If this number is incorrect please stop processing and contact Motor Carrier Services if changes are needed. Types of the TAX ID: <table border="1"> <tr> <td>E-FEIN</td><td>Federal Employment Identification Number</td></tr> <tr> <td>S-SSN</td><td>Social Security Number</td></tr> </table>	E-FEIN	Federal Employment Identification Number	S-SSN	Social Security Number
E-FEIN	Federal Employment Identification Number				
S-SSN	Social Security Number				
ACCOUNT STATUS	The current status of the account.				
CARRIER NAME	Carrier's legal business name defaulted to the name provided at the common customer level and cannot be updated from this screen. Please stop processing and contact Motor Carrier Services if changes are needed.				
BUSINESS ADDR	Carrier's business is physically located, including the county. The physical address must be in the base jurisdiction.				
MAILING ADDR	Enter the address for correspondence and other documents. Include 4 digit zip code				
CONTACT NAME	Enter the name of the person to contact concerning this account.				
PHONE NBR	Enter the contact's phone number.				
FAX NBR	Enter a fax number if applicable.				
E-MAIL ADDR	Enter an email address if applicable.				

- b. Click **SUBMIT**
c. Check for errors, click **SUBMIT** again to confirm

5. The **Renew Fleet** page appears. Again, be sure all contact information is current.

Note: Proceed from field to field with the **TAB** button on your keyboard

- a. Update with changes as needed. For further information see definitions below:

HOME	APPLICATIONS	UCK	PAYMENT	CUSTOMER	SEARCH	REPORTS	CHANGE PASSWORD
<div> Renew Fleet Account No: Customer No: Name: USDOT No: Fleet No: Customer Status: ACTIVE Exp Mm/Yr: Program Status: ACTIVE </div>							
USDOT Information							
USDOT No:		TPID:		MCS150 DATE:			
Fleet Information							
Fleet No:		Fleet Status: 0 - ACTIVE					
Effective Date:		Expiration Date:		Commodity Class:			
Fleet Type:		Lease Rental No:		Registrant Phone No: () - () EXT: ()			
Registrant Name:							
DBA Name:							
Business Address:		Zip Code:					
City:		State:		County:			
Mailing Address:		Zip Code:					
City:		State:					
- Alt Shipping Address							
- Contact Information							
Contact Name:		FAX NBR: () () ()					
Phone No: () () () EXT: ()							
Email Address:							
- One-Way Rental							
Bondholder:							
IFTA/IRP Mileage:							
- Establish Place of Business Documents							
<div> CONTINUE Submit Refresh Help </div>							

EFFECTIVE DATE	Defines the beginning of the fleet's registration year.														
EXPIRATION DATE	Defines the ending of the fleet's registration year.														
FLEET TYPE	Defines the type of authority the registrant already has or the property and type of commodities the registrant/account holder plans to haul. <table border="1"> <tr><td>FLEET TYPE</td></tr> <tr><td>PVT = Private</td></tr> <tr><td>FHE = For Hire Exempt</td></tr> <tr><td>FOR = For Hire</td></tr> <tr><td>FHR = For Hire Rental</td></tr> <tr><td>FHL = For Hire Leased</td></tr> <tr><td>PVR = Private Rental</td></tr> </table>	FLEET TYPE	PVT = Private	FHE = For Hire Exempt	FOR = For Hire	FHR = For Hire Rental	FHL = For Hire Leased	PVR = Private Rental							
FLEET TYPE															
PVT = Private															
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FOR = For Hire															
FHR = For Hire Rental															
FHL = For Hire Leased															
PVR = Private Rental															
COMMODITY CLASS	Select the appropriate commodity class as determined by the type of authority or the type of property and type of commodities the registrant/account holder plans to haul. <table border="1"> <tr> <th>FLEET TYPE</th> <th>COMMODITY CLASS</th> </tr> <tr><td>PVT</td><td>ALL, LOGS, PASSENGER</td></tr> <tr><td>FHE</td><td>EXEMPT</td></tr> <tr><td>FOR</td><td>ALL, PASSENGER, HOUSEHOLD GOODS</td></tr> <tr><td>FHR</td><td>ALL, EXEMPT</td></tr> <tr><td>FHL</td><td>ALL</td></tr> <tr><td>PVR</td><td>ALL</td></tr> </table>	FLEET TYPE	COMMODITY CLASS	PVT	ALL, LOGS, PASSENGER	FHE	EXEMPT	FOR	ALL, PASSENGER, HOUSEHOLD GOODS	FHR	ALL, EXEMPT	FHL	ALL	PVR	ALL
FLEET TYPE	COMMODITY CLASS														
PVT	ALL, LOGS, PASSENGER														
FHE	EXEMPT														
FOR	ALL, PASSENGER, HOUSEHOLD GOODS														
FHR	ALL, EXEMPT														
FHL	ALL														
PVR	ALL														
RGSTRNT PHONE NBR	Enter the Registrants phone number. Must be a Missouri number														
BUSINESS ADDR	Enter the Missouri address where the registrant/motor carrier has an established place of business.														
MAILING ADDR	Enter the mailing address where the registrant/motor carrier desires his/her credentials mailed.														
CONTACT INFO	Enter the Contact Name, Phone Number, Fax Number and Email address of the individual responsible for the completion of the application and who is familiar with the requirements.														
ALT SHIPPING ADDR - optional	Alternate Shipping Address. If a special shipping address (for receiving credentials) applies, enter this address in the fields displayed under ALT SHIPPING ADDR.														
ONE-WAY RENTAL – One Way Fleets Only	If the vehicles in this fleet are used for one-way rentals, enter the appropriate mileage and vehicle information in the fields displayed under ONE-WAY RENTAL.														

b. Click **SUBMIT**; If there are no errors, click **SUBMIT** again to confirm

6. The IRP Mileage page appears

- a. On the mileage screen enter all actual miles that was accumulated during the reporting period (July 1, xxxx- June 30, xxxx). If there were no miles to report in a jurisdiction, leave the box blank (do not enter a 1 or a 0). Also do not enter unrealistic miles as these miles need to be actual miles and not appear to be rounded. If there are no actual miles to report during the reporting period call Motor Carrier Services at 1 866 831 6277.

IRP Distance Account No: Customer No: Name: USDOT No: Fleet No: Customer Status: ACTIVE Exp Mm/Yr: Program Status: ACTIVE

Report the actual distance accrued during the distance reporting period (July 1, 2013 through June 30, 2014) in each jurisdiction.

☐ Check To Verify If States Are Contiguous To Each Other

JUR	Mileage	Percentage	JUR	Mileage	Percentage	JUR	Mileage	Percentage
AL			MO	176559	91.41646%	VT		
AR			MS			WA		
AZ			MT			WI		
CA			NC			WV		
CO			ND			WY		
CT			NE			AB		
DC			NH			BC		
DE			NJ			MB		
FL			NM			NB		
GA			NV			NL		
IA			NY			NS		
ID			OH			ON		
IL			OK			PE		
IN			OR			QC		
KS	16578	8.58354%	PA			SK		
KY			RI					
LA			SC					
MA			SD					
MD			TN					
ME			TX					
MI			UT					
MN			VA					

Total Fleet Distance: 193137

7. The **Weight Group Selection** page appears. If no changes are needed, click **SUBMIT**.

Weight group changes are not usually made during the renewal process. If you need to perform this rare function, follow the directions below. Otherwise, do not check any boxes before submitting and click **SUBMIT**. You will be at the Vehicle Selection menu (See page 6).

Weight groups


All the weight groups are listed here. All weights that are different and/or have different weights are listed out.

Weight Group Selection						
Account No: Customer No:		Name: USDOT No:		Fleet No: Customer Status: ACTIVE	Exp Mm/Yr: Program Status: ACTIVE	
SEL	Weight Group	Missouri Weight	Other Gross Weight	Weight Group Type	No of Vehicles	Remove
<input type="checkbox"/>	1	80000	ALL THE SAME	P - Power Unit		
<input type="checkbox"/>	2	34000	ALL THE SAME	T - Trailer		
<input type="checkbox"/>	3	54000	AL - 55000; AZ - 55000; CA - 54999; FL - 54999; GA - 54999; IL - 54999; KY - 55000; MN - 57000; PA - 56000; TN - 56000; VA - 54499; VT - 54099	P - Power Unit		

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTs - PAGE 1 OF 1

CONTINUE

On this example below notice the trash cans. This indicates the account has not had active power units in weight group # 1 or weight group #2 in the last 7 years. If a trash can is visible delete the unused weight group by clicking on the trash can.

Weight Group Selection						
Account No: Customer No:		Name: USDOT No:		Fleet No: Customer Status: ACTIVE	Exp Mm/Yr: Program Status:	
SEL	Weight Group	Missouri Weight	Other Gross Weight	Weight Group Type	No of Vehicles	Remove
<input type="checkbox"/>	1	42000	VT - 42099	P - Power Unit		
<input type="checkbox"/>	2	80000	AL - 80000; AR - 80000; CO - 80000; DC - 80000; DE - 80000; FL - 80000; GA - 80000; IA - 80000; IL - 80000; IN - 80000; KS - 80000; KY - 80000; LA - 80000; MD - 80000; MI - 80000; MN - 80000; MS - 80000; NC - 80000; NE - 80000; NJ - 80000; NY - 80000; OH - 80000; OK - 80000; PA - 80000; SC - 80000; SD - 80000; TN - 80000; TX - 80000; VA - 80000; VT - 42099; WI - 80000; WY - 80000; WY - 80000	P - Power Unit		
<input type="checkbox"/>	3	80000	ALL THE SAME	P - Power Unit		

CLICK SUBMIT TO CONTINUE RENEWAL OR SELECT WGT GROUP TO UPDATE WGTs - PAGE 1 OF 1

CONTINUE

1. Select weight groups to update weights. All weights should be entered in pounds. Ex: If Missouri weight is 80,000 lbs. all other jurisdictions should be 80,000 lbs. unless additional weight is required. Click Submit to continue.
2. Click **SUBMIT** to confirm

The Vehicle Selection Menu screen appears

Vehicle Selection Menu

Account No: Name: Fleet No: Exp Mm/Yr:
Customer No: USDOT No: Customer Status: ACTIVE Program Status: ACTIVE

Your Renewal Options

[Remove Units](#)
[Amend \(Change\) Units](#)

Ready to Invoice

[Go to IRP billing to compute fees](#)

CONTINUE Submit Quit Refresh [Click Here to Access SAFER](#)

Go to IRP billing to compute fees - This process is used when there are absolutely no changes or deletions to any of the vehicles listed on the renewal.

Remove Units - This process is used when equipment no longer needs to be renewed for the upcoming registration year.

Amend (Change) Units - This process is used to enter the correct USDOT and TAX ID Numbers of the motor carrier responsible for the safety of each individual vehicle and when equipment requires any type of updates such as unit numbers, ownership, title number, unladen weight, purchase dates or prices, weight changes, etc.

The **IRP Billing** screen appears

- Choose a delivery option (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents.
- Click **SUBMIT** to calculate the fees due

IRP Billing

Account No: Name: Fleet No: Exp Mm/Yr:
Customer No: USDOT No: Customer Status: ACTIVE Program Status: ACTIVE

Billing Fee Information

IRP Fee: 0.00
Mo Schedule I Fee: 0.00
Mo Schedule II Fee: 0.00
Cab Card Fee: 0.00
Replace Plate Fee: 0.00
Second Plate Fee: 0.00
Grade Crossing Fee: 0.00
Transfer Fee: 0.00
Revenue Transfer Fee: 0.00
Late Filing Penalty: 0.00
Late Pay Penalty: 0.00
Total Due: 0.00
Credit Applied: 0.00
Net Amount Due: 0.00

Waive Trailer Fee: ☐

Billing Dates

Supplement Status: O - OPEN
Effective Date:
Receipt Date:
Billing Date:
Invoice Date:
TVR Ind: ☐ TVR No of Days: 0

Reg Months: 12
No Of Vehicles: 31

Choose your delivery option and submit to compute fees

Delivery Options: V - Preview
Fax No: () -
Email:

CONTINUE Submit Quit Refresh Help

- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

a. REMOVE UNIT(S) RENEWAL PROCESSING

Use this process to remove equipment from the renewal application.

- Click on **REMOVE UNIT**
- The **Delete Vehicle** selection menu appears

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD												
Delete Vehicle			Account No: Customer No:		Name: USDOT No:		Fleet No: Customer Status:		Exp Mm/Yr: Program Status:			
Delete Vehicle Information												
Vehicle Control: <input type="text"/>						Vehicle Processed:						
SEL	Unit No	Plate	VIN	Year	Make	Owner	Delete Reason	Plate Surrendered	Written Statement	Refund Letter	No Credit	
<input type="checkbox"/>							O - Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used <input type="text"/>	<input type="checkbox"/>	
<input type="checkbox"/>							O - Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	U - Vehicle Used <input type="text"/>	<input type="checkbox"/>	

Complete screen as follows:

VEHICLE CONTROL	Enter the number of vehicles to be deleted
SELECT (SEL)	Check only the boxes next to the units to be deleted
DELETE REASON	Select one of the following delete reasons: J – Junked L - Leased S - Sold W - Wrecked R - Repossession T - Out of Service O - Other

Click **SUBMIT** to continue

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**.
- The **IRP Billing** page appears

b. AMEND (CHANGE) VEHICLE RENEWAL PROCESSING

Use this process to enter the correct USDOT and TAX ID numbers of the motor carrier responsible for the safety of each vehicle and to update any equipment information such as unit numbers, ownership, purchase dates, title number, unladen weight, purchase price, weight changes, etc.

- Click on **AMEND (CHANGE) VEHICLE**
- The **Amend Vehicle Selection** page appears

Complete the screen using the information in this table:

- Type the number of vehicles to be amended in the **VEHICLE CONTROL** field.
- Type EITHER the first vehicle's plate number, VIN number or Unit number in the corresponding field. Use only ONE of the three (plate, VIN or unit) fields.

The screenshot shows the 'Amend Vehicle' page within a web application. At the top is a navigation bar with links: HOME, APPLICATIONS, UCR, PAYMENT, CUSTOMER, SEARCH, REPORTS, and CHANGE PASSWORD. Below the navigation bar, the page title 'Amend Vehicle' is on the left. To the right of the title are four red labels: 'Account No: Customer No:', 'Name: USDOT No:', 'Fleet No: Customer Status:', and 'Exp Mm/Yr: Program Status:'. The main form area contains three input fields: 'Vehicle Control:' with a dropdown menu, 'Plate:' with a text box, and 'VIN:' with a text box. Below these is a 'Unit:' text box. At the bottom of the form is a 'CONTINUE' dropdown menu, followed by 'Submit', 'Quit', 'Refresh', and 'Help' buttons. A link 'Click Here to Access SAFER' is located at the bottom right of the page.

- Click **SUBMIT** to continue
- The **Amend Vehicle** page appears. Update the information on the vehicle
- Click **SUBMIT**
- If there are no errors, click **SUBMIT** to confirm

NOTE: If you are processing more than one vehicle, the control screen appears each time you finish processing a vehicle so that you can process the next one. If necessary, you can change the vehicle control number when this screen appears.

- When all vehicles are amended and/or deleted, choose **BILLING** from the drop down menu and click **SUBMIT**

The IRP Billing page appears

IRP Billing

Account No: Customer No: Name: USDOT No: Fleet No: Customer Status: ACTIVE Exp Mm/Yr: Program Status: ACTIVE

Billing Fee Information	
IRP Fee: 0.00	
Mo Schedule I Fee: 0.00	Waive Trailer Fee: <input type="checkbox"/>
Mo Schedule II Fee: 0.00	
Cab Card Fee: 0.00	<input type="checkbox"/>
Replace Plate Fee: 0.00	<input type="checkbox"/>
Second Plate Fee: 0.00	<input type="checkbox"/>
Grade Crossing Fee: 0.00	<input type="checkbox"/>
Transfer Fee: 0.00	<input type="checkbox"/>
Revenue Transfer Fee: 0.00	<input type="checkbox"/>
Late Filing Penalty: 0.00	<input type="checkbox"/>
Late Pay Penalty: 0.00	<input type="checkbox"/>
Total Due: 0.00	
Credit Applied: 0.00	
Net Amount Due: 0.00	

Billing Dates	
Supplement Status: O - OPEN	
Effective Date:	Reg Months: 12
Receipt Date:	No Of Vehicles: 31
Billing Date:	
Invoice Date:	
TVR Ind: <input type="checkbox"/>	TVR No of Days: 0

Choose your delivery option and submit to compute fees

Delivery Options: V - Preview

Fax No:

Email:

CONTINUE Submit Quit Refresh Help

- Choose a **DELIVERY OPTION** (fax or e-mail) to receive your detailed billing and invoice. Enter your fax number or e-mail address in the required field. Be sure the typed information is correct.
- To send invoices to your Report List (see the tabs at the top of the screen), choose Preview. Click on Report List for a complete list of stored documents by date
- Click **SUBMIT** to calculate the fees due
- Click **SUBMIT** to confirm

NOTE: Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

Note: You may display plate and new cab card upon issuance. Previously issued cab card must be carried until the new registration year begins.

REQUIRED SUPPORTING DOCUMENTS FOR RENEWALS:

Personal Property Tax Receipt or Waiver

Submit a legible photocopy of the current year's personal property tax receipt and/or waiver for all owned and leased vehicles. If the vehicles are not individually itemized on the receipt, you must submit a copy of the assessment form.

If submitting several receipts, you must indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal.

Heavy Highway Vehicle Use Tax

Submit a legible photocopy of the current Federal Heavy Vehicle Use Tax Receipt (IRS- Form 2290) for all owned and leased vehicles licensed for 55,000 lbs. or more.

If submitting several receipts, please indicate the unit numbers on the receipts and submit them in the order the units are listed on the renewal. All VINs must be complete, legible and agree with our records.

Titles and Leases

Legible photocopies of new titles and/or leases must be submitted when there are any ownership changes or updates to a vehicle. Please indicate vehicle unit numbers on these documents.

Mailing address

MoDOT Motor Carrier Services
P O Box 270
Jefferson City, MO 65102

Physical Address (for shipping by UPS, FedEx, DHL, etc.)

MoDOT Motor Carrier Services
830 MoDOT Drive
Jefferson City, MO 65109

Phone

Toll-free 1-866-831-6277 or (573) 751-7100

e-mail

contactmcs@modot.mo.gov

MoDOT Motor Carrier Services Website

www.modot.org/mcs